

23 June 1950

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MEMORANDUM TO: Chief, TRD

SUBJECT: Assessment Schedules

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1. Apparently I failed to make myself clear in the Joint Training Committee meeting of 22 June when I inquired about the backlog on assessments. The answer led me to believe that the situation was not serious but shortly after returning to my office I found that our plans and operations are being seriously delayed because of a bottleneck in the assessment program.

2. The following schedule sets forth the number of assessments which have been completed for GFC since 1 February 1950:

February	- 15
March	- 16
April	- 28
May	- 29
June	- 20 (estimate)

3. As you know, this office has been confronted with the necessity of recruiting under pressure from our very inception and as a result we urgently need the additional safeguard of assessment on our people prior to employment and particularly prior to overseas assignments. The office has adopted a policy of getting assessments on screened and qualified candidates for positions of GS-12 and above plus all screened candidates for the field. At present there is a backlog of more than 80 cases and it is expected that we will need a quota of at least 40 to 50 cases per month if we are to have assessments on the people indicated above.

4. In spite of the above situation Dr. [REDACTED] has indicated that for the week beginning 3 July we have a quota of 3 and for the week beginning 10 July we have a quota of 6. It is obvious that our backlog will assume increasing proportions at that rate.

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5. In addition to the seriousness of the backlog problem, Dr. [REDACTED] has from time to time urged us to supply his staff with temporary assistance to process some of the routine work. In spite of our own acute shortage of personnel we have done this on several occasions in order to get these assessment reports which we consider so essential. It is my understanding that several weeks ago (perhaps months would be more accurate) the Assessment Staff was carefully reviewed and it was recommended that additional positions as well as certain increases be approved. I understand that final action has not yet been taken on this matter.

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Not approved 3 additional positions for Feb 1950: 2 Psychologists + 1 Stat Clerk. The final action is in the hands of the [REDACTED] [REDACTED]

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6. It is entirely possible that I may be misinformed on some of the matters outlined above, but I am certain that the facts are accurate with regard to the increasing backlog, the importance which we place upon the assessment reports, and the serious delay caused to our entire program by failure to get these assessments scheduled at the time the screened applicants are up for final consideration.

7. Since the Assessment Staff is under the Chief of Training, I would appreciate it very much if you could take whatever steps may be necessary to get this situation rectified. Information copies of this memo are being sent to EXD/OSO, Chief, SSS, Chief, Assessment Staff, and Chief, Staff III/OPC. Would it be possible for you to call a meeting the first part of next week of those people or their representatives to discuss this matter and see if prompt action cannot be taken. I shall be pleased to appear before such a group to present in more detail the various aspects of our current problem and furnish an estimate of our future assessment load.

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Chief, Staff II